

S-E-C-R-E-T

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OFFICE OF TRAINING

NOTICE
NO. 1-64

9 January 1964

SUBJECT : Career Preference Outline Schedule

RESCISSION: OTR NOTICE NO. 3-62 dated 13 February 1962

1. Career Preference Outlines for Training Careerists will be submitted annually for Career Board action according to the following schedule:

Language and Area School	February
School of International Communism	March
Junior Officer Trainee Program	"
Plans and Policy Staff	"
Midcareer Sr. Off. Trng. Program	"
Registrar Staff	April
Office of the DTR, Support Staff	May
Intelligence School	September
Operations School	October
	November

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2. New outlines are required for individuals who did not submit them the previous year. Those individuals who submitted a plan the previous year may submit a statement either indicating no changes or requesting minor changes. A new outline should be submitted if a complete revision is necessary.

3. School and Staff Chiefs should submit a summary of Career Preference Outline accomplishments for the preceding year to be included in the agenda. The School or Staff Chief is expected to attend the meeting, however, if circumstances prevent his attending, he should advise the Chairman well in advance of the meeting so the Chairman can decide on a substitute.

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MATTHEW BAIRD
Director of Training

Distribution:
OTR School and Staff Chiefs

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